e-PBF / ESC Application – User Manual for Institutions

# e-PBF / ESC Application User Manual for Institutions

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## **1. Application Access**

e-PBF / ESC Application can be accessed from your web browser through URL www.esc.esap.online

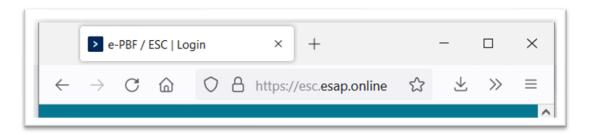


Figure 1-1

Provided that your computer meets all the technical requirements, you will be presented with a login form.

	LOGIN TO GET STARTED
E-PBF / ESC	Username
ECONOMIC AND SOCIAL COUNCILS' PERFORMANCE BENCHMARKING FRAMEWORK	Password Lost password?
International Drganization Drganization This project is funded by European Union	Login
	OR
	Copyright © 2022 ESAP2   Developed by ENIGMA



Enter your **Username** and **Password** in corresponding fields, then click on **Login** button. After successful authorization you will be redirected to the application **Dashboard** (more info in section **1.2. Dashboard**).

### **1.1. Lost password?**

In case you lost your password click on the **Lost password** link. You will be provided with the field in which you should enter the email address that is related to your e-PBF / ESC user account.

E-PBF / ESC	PASSWORD RESET
ECONOMIC AND SOCIAL COUNCILS' PERFORMANCE BENCHMARKING FRAMEWORK	After submitting your username, new password will be sent to the corresponding email address.
	Username
International Labour Organization This project is funded by European Union	
	Send Cancel
	Copyright © 2022 ESAP2   Dovelaped by ENICMA
	Copyright © 2022 ESAP2   Developed by ENIGMA



After entering your email, click on the **Send** button. In a few minutes check your Inbox, because you will receive an e-mail with automatically generated password. In case you do not receive it in your Inbox, please check your SPAM folder. Please note that this password should be changed after your next login. (For instructions on changing your password, see section **4.2 How to change your password?**).

#### 1.2. Dashboard

Application **Dashboard** provides easy access and overview of the application main features, namely:

- Overview of all inputs from your institutions for each of the active reporting periods (name of the reporting period, status of your input, deadline for submission and percentage of completion)
- Quick link for accessing the module Inputs from my Institution (more on this module in the section **2. Inputs from my Institution**)
- Quick link for accessing the module Data Analysis more on this module in the section **3. Data Analysis**)

e-PBF / ESC 《			₿₽
Benchmarking	Dashboard Dashboard		
	2022 Reporting year Status: In progress Deadline: 31.12.2022 Completed: 22%	In progress 22%	Inputs from My Institution
User Manual	2021 Reporting year Status: Validated Deadline: 31.12.2021 Completed: 100%	Validated 100%	Data analysis
	Copyright © 2022 ESAP2		Developed by ENIGMA

Figure 1-4

## 2. Inputs from My Institutions

This module provides the user all the necessary tools for managing inputs from their institution.

When the administrator activates new reporting period, they will inform the users by sending them an email.



Figure 2-1

## 2.1. Inputs Overview

Inputs Overview subpage presents the inputs for all active reporting periods in form of a table.

e-PBF / ESC 《					
🔠 Dashboard	Inputs from Institutions: Overview Dashboard - Inputs from Institutions - Overview				
岩 Benchmarking 🗸 🗸					
Inputs from My Institution					
Data analysis	Institution	Reporting year	Status	Progress Ad	tion
	Economic and Social Council of the Federation of Bosnia and Herzegovina, Bosnia and Herzegovina	<b>2022</b> 01.01.2022 - 31.12.2022	In progress	22%	0
	Economic and Social Council of the Federation of Bosnia and Herzegovina, Bosnia and Herzegovina	<b>2021</b> 01.01.2021 - 31.12.2021	Validated	100%	0
User Manual					



Each user has the rights to access only those inputs that relate to the institution the user is coming from.

The **Status** column indicates the status of the corresponding Input – the possible values are **In Progress**, **Submitted**, **Validated** and **Change Requested**. Status In Progress indicates that the user is working on entering the data. Once this process is completed, the user will **submit** their input to the administrator for review. Administrator can either **validate** the input or **request the change**. Each of these actions are indicated by the change of the input's status.

## 2.2. How to enter data/input from my institution?

To edit the input, you can either click on the title of the institutions, or on the corresponding pencil icon in the **Action** column. You will be provided with input modification form.

		tions: Item modification Dashboard - Inputs from Institution		🕗 Save 🛛 🛷	Submit x Clos
Institution			Reporting y	rear	
Economio	c and S	ocial Council of the Federation of Bosnia and Herzegovina, Bosnia	a and Her 2022		Change $\rightarrow$
In progress		Percent Completed 22%		2022 Target	2022 Actual value
💙 Krajr	nji rezu	tat (ishod) 1: Povećani kapaciteti SDI-jeva za postizanje konse	enzusa		
V Krajr		tat (ishod) 1: Povećani kapaciteti SDI-jeva za postizanje konse Broj sklopljenih socijalnih paktova, trilateralnih ugovora i usaglašenih n ispregovarani unutar SDI-jeva na području FBiH		15	88
		Broj sklopljenih socijalnih paktova, trilateralnih ugovora i usaglašenih n		15	8
11		Broj sklopljenih socijalnih paktova, trilateralnih ugovora i usaglašenih n	nišljenja koji su ovora koji su sklopljeni	15	20

Figure 2-3

This form contains the list of all the indicators (grouped by outcomes and intermediate outcomes). The title of the indicator is given in your local language. You are also able to see the title of the indicator in English, by hovering the **EN** circle/badge. For each of the indicators, there is a possibility to enter **Target** and **Actual Value**, by clicking and typing in the corresponding text input field.

Once you are done with entering data, you should click on **Save** button. In case you don't want to save your changes, just click on **Close**. Please note that this action will not submit your input for review to the administration – it will only save your work progress. Your progress will be indicated as percentage of completion.

# **2.3.** How to submit the data/input from my institution to the administrator for review?

If you want to submit your data for review, open the input modification form. Click on the **Submit** button. You will be prompted with confirmation dialog.

e-PBF / ESC «	$\bigcirc  \ominus$
Dashboard	Inputs from Institutions: Item modification Dashboard - Inputs from Institutions - Item modification 💽 Save 💐 Submit x Close
😂 Benchmarking 🗸 🗸	
Inputs from My Institution	Institution Reporting year
Data analysis	Economic and Social ? ia and Her 2022 Change -
	Are you sure you want to submit your input for review to administrator?
	In progress Percei Please review our submission 2022 Actual value
	🐦 Krajnji rezultat (i
	1.1 EN Broj : ispre Submit Cancel mišljenja koji su <u>15</u> <u>8</u>
	×
	Broj sporazuma, kolektivnih ugovora, zajedničkih izjava i bilateralnih ugovora koji su sklopljeni 11.1 (it) između socijalnih partnera u okviru SDI i relevantnih organa vlasti van okvira SDI-jeva na području 22 20 FBiH
User Manual	Broj zvaničnih i nezvaničnih sastanaka socijalnih partnera (članova SDI) s resornim 18 15



Besides clicking **Yes** (to confirm your action) or **No** (to cancel it), you are able to change the custom message that will be received by the administrator in the automatically generated e-mail notification they will receive upon your submission.

All the correspondence between the users (institutions and administrator) can be seen in message history window that is available by clicking on the 🖂 icon found in the input modification form.

e-PBF / ESC 《	Inputs from Institut	Message History	×	m modification	(J) Save	🛷 Submit	x Close
Benchmarking ~		Biljana Barosevcic 20.09.2022					
Inputs from My Institution	Institution	Please review our submission; we entered the data we collected so far		Reporting y	rear	Change $\rightarrow$	
	Economic and sc			101 2022			
	In progress	_	Close		2022 Target	2022 Actual value	
	🐦 Krajnji rezultat	t (ishod) 1: Povećani kapaciteti SDI-jeva za postizanji	e konsenzus	a			
		oj sklopljenih socijalnih paktova, trilateralnih ugovora i usagl pregovarani unutar SDI-jeva na području FBIH	ašenih mišljen	ija koji su	15	8	
	~						
		oj sporazuma, kolektivnih ugovora, zajedničkih izjava i bilater među socijalnih partnera u okviru SDI i relevantnih organa vlo ilH			22	20	
User Manual	112 🕋 Br	oj zvaničnih i nezvaničnih sastanaka socijalnih partnera (čla	nova SDI) s re	sornim	18	15	

Once the administrator reviews your input, they will either **Request change** or, they will **Validate** your input. In either case you will receive an e-mail notifaction about the administrator's decision.

FP	BF / ESC <esap@ilo Ir submission is va</esap@ilo 		⊃ Info		
	BF / ES(				
	AND SOCIAL COUNCIL E BENCHMARKING FRAMEWOR		International Labour Organization	$\odot$	This project is funded by European Union
	rator of e-PBF / ESC ess the corresponding				
https://esc.e	esap.online/admin.p	hp?akcija=in	puts&izmjena=c	la&step=1&	id=13
Message fron	n the administrator:				

Figure 2-5

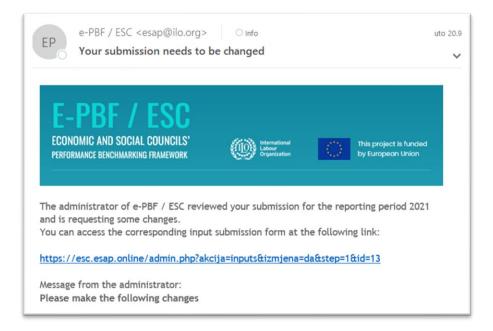


Figure 2-6

Please note that only validated inputs are visible to other institutions through Data Analysis module.

## 3. Data Analysis

This module contains the tools for data analysis and export. This module enables users to get crossreferenced data for each of the active indicators by relevant data dimensions such as institution and reporting year/period. User are able to see longitudinal charts: same institution over years; crosssectional: different institutions on the same year; and cross-sectional longitudinal: different institutions over years. The data analysis feature shows data in three formats – table, bar chart and line chart. The module also provides tools for exporting the shown data in XLS and PDF formats.

## 3.1. How to see data for an indicator

Open the Data Analysis module.

8 Dashboard	Data analysis Dashboard - Data analysis
3 Benchmarking >	
	Select Indicator V
	Q balk
	🖃 Krajnji rezultat (ishod) 1: Povećani kapaciteti SDI-jeva za postizanje konsenzusa
	🗇 PR 1.3. Poboljšana komunikacija SDI-jeva s javnošću
	🕨 1.3.1.c Broj informativnih kampanja (tradicionalne, putem društvenih mreža, javni događaji) koje je SDI preduzeo na Zapadnom Balkc
	1.3.1.d Procenat opšte populacije koja ima znanje o radu SDI na Zapadnom Balkanu. (SVAKE 3-4 GODINE)
	🖂 Krajnji rezultat (ishod) 2: Povećana institucionalna delotvornost socijalnog dijaloga
	🗆 PR 2.1. Unapredeni kapaciteti za analitički rad i njegovu primenu
	🕨 2.1.1 Osoblje Sekretarijata poseduje adekvatne kapacitete za sprovođenje godišnjih planova rada na Zapadnom Balkanu
	🖂 PR 2.2. Poboljšana funkcionalnost tehničkih sekretarijata SDI-jeva
	2.2.1 Broj stalnih specijalističkih odbora SDI-jeva s područja Zapadnog Balkana koji su se redovno/periodično sastajali

Figure 3-1

Form the searchable tree-view list of the available indicators, click on the title of the indicator. You will be provided with the table.

1.1 Broj sklopljenih socijalnih paktova, trilateralnih ugovora i usag području FBiH	giasenin m	isijerija koji sa isj	Jiegova	rani u		
Prikaži fiitere podataka:	Priko	ži podatke kao: 🖽	₩ ₩		Eskportuj podatke u:	B B
		2021			2022	
		Stvarna vrijednost			Stvarna vrijednost	
Ekonomsko i socijalno vijeće Sjevene Makedonije	n/a	n/a	0	n/a	n/a	n/a
Ekonomsko-socijalno vijeće Federacije Bosne i Hercegovine, Bosna i Hercegovina	1	2	1	n/a	n/a	n/a
Ekonomsko-socijalni savjet Republike Srpske, Bosna i Hercegovina	n/a	n/a	n/a	n/a	n/a	n/a
Nacionalno vijeće rada Republike Albanije	34	24	-10	n/a	n/a	n/a
Socijalno-ekonomski savet Republike Srbije	n/a	n/a	n/a	n/a	n/a	0
Socijalni savjet Republike Crne Gore	n/a	n/a	n/a	15	15	0
Socijalno-ekonomsko vijeće Kosova*	11	8	-3	n/a	n/a	n/a



This table contains the **Target**, **Actual Value** and (automatically calculated) **Difference**, for all the institutions and all active reporting periods. The text **n/a** indicates that the corresponding data is not available – either the indicator is not applicable for the institutions/reporting period, or the data from the institution/reporting period is still not submitted and/or validated by the administrator.

## 3.2. How to change the data display format?

If you want to see the data in bar chart format, click on the  $\square$  icon in the toolbar that is present below the title of the indicator or line chart format. The data display format will change. If you want to see the data in line chart format, click on the  $\square$  icon in the same toolbar. If you want to revert to table view, click on the  $\square$  icon.



Figure 3-3

## 3.3. How to filter the data?

If you want to filter the data, click on the **r** icon in the toolbar that is present below the title of the indicator. You will be provided with three filters that allow you to select one/several/all institutions, one/several/all reporting periods and/or target/actual/difference value. Combination of these filter will result in visibility of values in table and charts.

području FBiH	va, trilateralnih ugovora i usaglašenih mišljenja koji su ispregovarani unutar SDI-jeva na	~
Show data filters:	Display data as: 🖽 😐 🗠 Export data to: 👔	ł
imes Economic and Social Council of North Macedo	onia 🛛 × Economic and Social Council of the Federation of Bosnia and Herzegovina, Bosnia and Herzegovina	
	nia × Economic and Social Council of the Federation of Bosnia and Herzegovina, Bosnia and Herzegovina Srpska, Bosnia and Herzegovina × National Labour Council of the Republic of Albania	~
$\times$ Economic and Social Council of the Republika		~

Figure 3-4

#### 3.4. How to export data?

You are able to export data in XLS and PDF formats by clicking on the indicator. Clicking on the icon will result in generating a

document/file that will be either downloaded (to your default downloads folder) or opened in your browser – depending on your computer settings.

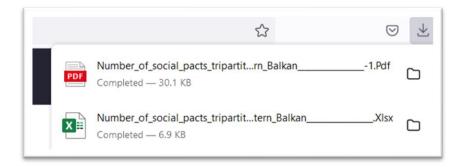


Figure 3-5

## 4. Profile Management

## 4.1. How to change your profile info?

If you want to change your profile information, click on user profile thumbnail at the top right corner of the screen. User menu will open.

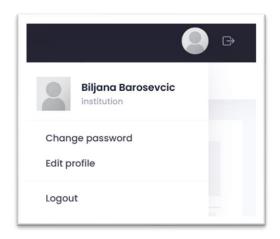


Figure 4-1

Click on **Edit profile** link. User profile management form will open.

it profile Dashboar	d - User profile - Edit profile	Save
General		
Username *	institution	//username cannot be changed
Name *	Biljana Barosevcic	
Email *	info@enigma.ba	
Language	English	
Photo		
	Allowed file types: png, jpg, jpeg.	

Figure 4-2

Here you can change your profile information – **Name**, **E-mail** and **Photo**. You can also change the **Language** of the application interface. After you are done with changes, click on **Save** button.

## 4.2. How to change your password?

If you want to change your password, click on user profile thumbnail at the top right corner of the screen. User menu will open. Click on **Change password** link. Password management form will open.

Password change Dashboard - User profile - Password change	Save	Cancel
General		
Current password *		
New password *		
New password (confirm) •		

Figure 4-3

First you must enter your **Current password**, than you should enter the **New password** twice. The password should contain minimum eight characters, at least one uppercase letter, one lowercase letter, one number and one special character (special character are @\$!%\*#?&). After you are done with changes, click on **Save** button.

## 4.3 How to logout from the application?

If you want to logout from the application click on user profile thumbnail at the top right corner of the screen. User menu will open. Click on **Logout** link. You will be prompted to confirm your action. Click on **Yes** button.

Logout Dashboard - Logout	
Are you sure you want to exit the application? Yes No	

Figure 4-4